

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Purchasing Agent/Associate Buyer										NF										1105										03										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position OPM PCS Purchasing Series GS-1105 TS-122 Mar 93																																																	
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					

## 25. Description of Major Duties and Responsibilities (See Attached)

**NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Purchasing Agent/Associate Buyer **POSITION NUMBER** 01-0144

**JOB SERIES:** 1105 **PAY LEVEL:** NF-3 **Summary of Duties:**

May perform one or more of the following support purchasing or retail merchandising functions:

Purchases technical items and services, routine commercial or special purpose items made to order. Responsible for preparing necessary purchasing documents and/or reviews and processes request for purchases to ensure procedural and regulatory requirements are met. Researches catalogs, brochures, correspondence, and other appropriate reference material to find potential suppliers/vendors.

Purchases and manages basic category(s) or narrow range of retail merchandise, which includes participating in market planning, stock assortment determination, items selection, pricing, vendor negotiation, and inventory management. Assists in the development of annual merchandise and seasonal buy plans, consistent with goals and objectives.

Maintains current price lists of merchandise, ensures proper vendor pricing, and on resale items effects pricing adjustments. Investigates and resolves discrepancies in delivery, pricing, etc. Maintains records of purchasing transactions and prepares documentation for superiors. Meets and communicates with vendors to discuss item selections, price, terms of purchases, delivery, return order authorization, etc.

Performs other related duties as assigned.

**Minimum Qualifications:**

Three years experience that demonstrates possession of knowledge, skills, and abilities related to purchasing a variety of merchandise and/or services. Ability to apply the mechanics of purchasing and common business practices as they relate to pricing, discounts, delivery, etc. Ability to communicate orally and in writing and to negotiate with various levels of business representatives, customers, etc., in resolving issues.